

Check Description	Description	Contact the Payroll Office with Questions, Unless Otherwise Noted
FICA-EE	FICA/SOCIAL SECURITY - EMPLOYEE	
FICA-ER	FICA/SOCIAL SECURITY - EMPLOYER	
MEDI - EE	MEDICARE - EMPLOYEE	
MEDI -ER	MEDICARE - EMPLOYER	
FED TAX	FEDERAL TAX	
SIT	STATE TAX	
DENTAL INS	DENTAL INSURANCE	
DENTAL INS	DENTAL INSURANCE - BACK PREMIUMS	
ER HAS	EMPLOYER HEALTH SAVINGS ACCOUNT	
FLEX CHILD	FLEXIBLE SPENDING REIMBURSEMENT CHILD/DEPENDENT	
FLEXCHILD	FLEXIBLE SPENDING REIMBURSEMENT CHILD/DEPENDENT - BACK PREMIUMS	
FLEXHEALTH	FLEXIBLE SPENDING REIMBURSEMENT HEALTH	
FLEX HEALTH	FLEXIBLE SPENDING REIMBURSEMENT HEALTH - BACK PREMIUMS	
HEALTH DUAL	HEALTH INSURANCE - DUAL EMPLOYEE	
HEALTH INS	HEALTH INSURANCE	
HEALTH INS	HEALTH INSURANCE - BACK PREMIUMS	
HLT SAV ACT	HEALTH SAVINGS ACCOUNT	
HRA DEDUCT	HEALTH RISK ASSESSMENT REDUCTION	
LEGAL PLAN 1	LEGAL PLAN - BACK PREMIUMS	
LEGALPLAN1	LEGAL RESOURCES, PLAN 1	Address questions to HRBENEFITIS@norfolk.gov
LEGALPLAN2	LEGAL RESOURCES, PLAN 2	
LEGALPLAN3	LEGAL RESOURCES, PLAN 3	
LTD HARTFORD	LONG TERM DISABILITY	
LTD HARTFORD	LONG TERM DISABILITY - BACK PREMIUMS	
MET CRITICAL	MET LIFE CRITICAL - BACK PREMUMS	
MET E+CHILD	MET LIFE CRITICAL - EMPLOYEE & CHILD(REN)	
MET E+FAM	MET LIFE CRITICAL - EMPLOY & FAMILY	
MET E+SPOUSE	MET LIFE CRITICAL - EMLOYEE + SPOUSE	
MET EMPEE	MET LIFE CRITICAL - EMPLOYEE	
VISION INS	VISION INSURANCE	
VISION INS	VISION INSURANCE - BACK PREMIUMS	
RESERVE10	RESERVE PAY 10 MONTH EMPLOYEE, CONTRIBTUION FOR SUMMER PAYMENT	
RESERVE11	RESERVE PAY 11 MONTH EMPLOYEE, CONTRIBUTION FOR SUMMER PAYMENT	
OPT LIFE	OPTIONAL LIFE INSURANCE, EMPLOYEE/40212	
OPT LIFE	OPTIONAL LIFE INSURANCE, EMPLOYEE/55512	
EXC LIFE	VIRGINIA RETIREMENT SYSTEM EXCESS LIFE INSURANCE >\$50, 000 FOR TAX PURPOSES	
BOND 100	\$100 SAVINGS BOND - ACH TRANSFER	
PAYADVANCE	PAY ADVANCE DEDUCTION	
TEACHREPAY	TEACHER ADVANCE REPAYMENT	

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403AIG-VALIC	403 TAX SHELTERED ANNUITY - AIG/VALIC	<p>Contact your TSA Vendor to make changes to your contributions. The TSA listing can be found on the Payroll forms page. Look for the District Shared folder icon or the NPS SBO icon in your ZENWorks window on your NPS computer.</p>
403LINCOLN	403 TAX SHELTERED ANNUITY - LINCOLN FINANCIAL	
403METLIFE	403 TAX SHELTERED ANNUITY - MET LIFE RESOURCES	
403SECBEN	403 TAX SHELTERED ANNUITY - SECURITY BENEFITS	
403FTJFUND	403 TAX SHELTERED ANNUITY - FTJ/NEA FUND CHOICE	
403VOYA	403 TAX SHELTERED ANNUITY - VOYA	
457AIG-VALIC	457 TAX SHELTERED ANNUITY - AIG-VALIC	
457LINCOLN	457 TAX SHELTERED ANNUITY - LINCOLN FINANCIAL	
457METLIFE	457 TAX SHELTERED ANNUITY - MET LIFE RESOURCES	
457SECBEN	457 TAX SHELTERED ANNUITY - SECURITY BENEFITS ANNUITY	
457FTJFUND	457 TAX SHELTERED ANNUITY - FTJ/NEA FUND CHOICE	
457VOYA	457 TAX SHELTERED ANNUITY - VOYA	
403AIG-VALIC RH	403 ROTH TAX SHELTERED ANNUITY - AIG-VALIC	
403LINCOLN R	403 ROTH TAX SHELTERED ANNUITY - LINCOLN FINANCIAL	
403METLF RH	403 ROTH TAX SHELTERED ANNUITY - MET LIFE RESOURCES	
403SB RH	403 ROTH TAX SHELTERED ANNUITY - SECURITY BENEFITS	
403FTJFD RH	403 ROTH TAX SHELTERED ANNUITY - FTJ/NEA FUND CHOICE	
4034VOYA ROTH	403 ROTH TAX SHELTERED ANNUITY - VOYA	
MISC-B	REQUIRED MANDATORY WITHHOLDING	
MISC-C	REQUIRED MANDATORY WITHHOLDING	
MISC-CL	REQUIRED MANDATORY WITHHOLDING	
MISC-E	REQUIRED MANDATORY WITHHOLDING	
MISC-F	REQUIRED MANDATORY WITHHOLDING	
MISC-G	REQUIRED MANDATORY WITHHOLDING	
MISC-G CORR	REQUIRED MANDATORY WITHHOLDING	
MISC-S	REQUIRED MANDATORY WITHHOLDING	
MISC-L FEE	OTHER MANDATORY WITHHOLDING	
MISC-C FEE	OTHER MANDATORY WITHHOLDING	
MISC-G FEE	OTHER MANDATORY WITHHOLDING	
MISC FEE	OTHER MANDATORY WITHHOLDING	
MISC DED 2	NPS EMPLOYMENT PROCESSING FEE	
MISC FEES	MISCELLANEOUS PAYROLL FEE	
NON CASH	NON-CASH DEDUCTION	
STOP PAY FEE	STOP PAYMENT REISSUE PROCESSING FEE	
TB TEST FEE	TUBERCULOSIS TEST FEE	
VEHALLOW	VEHICLE ALLOWANCE	
W2-1095C FEE	W2/1095-C DUPLICATE COPY PROCESSING FEE	
CU - NMA	NAVY MID-ATLANTIC FEDERAL CREDIT UNION	
UNITED WAY	UNITED WAY CONTRIBUTION	
DIRECT DEP 3	OPTIONAL DIRECT DEPOSIT 3	
DIRECT DEP 2	OPTIONAL DIRECT DEPOSIT 2	
DIRECT DEP 1	OPTIONAL DIRECT DEPOSIT 1	
NET DIR DEP	NET PAY DIRECT DEPOSIT	

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AEOPN	UNION DUES - ASSOCIATION OF EDUCATION OFFICE PROFESSIONALS	To make changes to your UNION membership, please contact the Union you are enrolled in directly. They in turn will notify the Payroll Office on their weekly transmittal.
NFT	UNION DUES - NORFOLK FEDEATION OF TEACHERS	
EAN	UNION DUES - EDUCATION ASSOCIATION OF NORFOLK	
ESPRIN	UNION DUES - ELEMENTARY SCHOOLS PRINCIPAL	
ICEAV	UNION DUES - INDEPENDENT CLASSIFIED EMPLOY	
METRO	UNION DUES - METRO LOCAL 572	
NACSA	UNION DUES - NORFOLK ASSOCIATION CENTRAL	
NCA	UNION DUES - NORFOLK CUSTODIAL ASSOCIATION	
SPRIN	UNION DUES - SECONDARY SCHOOL PRINCIPAL	
VRSN40212	VIRGINIA RETIREMENT SYSTEM EMPLOYER SHARE RETIREMENT 40212	
VRSE40212	VIRGINIA RETIREMENT SYSTEM EMPLOYEE SHARE RETIREMENT 40212	
VRSN55512	VIRGINIA RETIREMENT SYSTEM EMPLOYER SHARE RETIREMENT 55512	
VRSE55512	VIRGINIA RETIREMENT SYSTEM EMPLOYEE SHARE RETIREMENT 55512	
VRSRHC40212	VIRGINIA RETIREMENT SYSTEM EMPLOYER RETIRE HEALTH CARE CREDIT/40212 GROUP	
VRSRHC55512	VIRGINIA RETIREMENT SYSTEM EMPLOYER RETIRE HEALTH CARE CREDIT/55512 GROUP	
VRSG40212	VIRGINIA RETIREMENT SYSTEM EMPLOYER PAID BASIC GROUP LIFE/40212 GROUP	
VRSG55512	VIRGINIA RETIREMENT SYSTEM EMPLOYER PAID BASIC GROUP LIFE/55512 GROUP	
VRSH4M1%	VIRGINIA RETIREMENT SYSTEM HYBRID DEFINED CONTRIBUTION 1%/40212 GROUP	
VRSH4VOL	VIRGINIA RETIREMENT SYSTEM HYBRID DEFINED CONTRIBUTION 457/40212 GROUP	
VRSH4MATCH	VIRGINIA RETIREMENT SYSTEM HYBRID DEFINED CONTRIBUTION 401 EMPLOYER MATCH/40212 GROUP	
VRSN4MAN4%	VIRGINIA RETIREMENT SYSTEM HYBRID RETIREMENT, MANDATORY 4%/40212 GROUP	
VRSH4DB	VIRGINIA RETIREMENT SYSTEM HYBRID EMPLOYEE SHARE DISABILITY/40212 GROUP	
VRSH4DISABIL	VIRGINIA RETIREMENT SYSTEM HYBRID EMPLOYER SHARE DISABILITY/40212 GROUP	
VRSH5MAN1%	VIRGINIA RETIREMENT SYSTEM HYBRID DEFINED CONTRIBUTION 1%/55512 GROUP	
VRSH5VOL	VIRGINIA RETIREMENT SYSTEM HYBRID DEFINED CONTRIBUTION 457/55512 GROUP	
VRSH5MATCH	VIRGINIA RETIREMENT SYSTEM HYBRID DEFINED CONTRIBUTION 401 EMPLOYER MATCH/55512 GROUP	
VRSN5MAN4%	VIRGINIA RETIREMENT SYSTEM HYBRID RETIREMENT, MANDATORY 4%/55512 GROUP	
VRSH4DB	VIRGINIA RETIREMENT SYSTEM HYBRID EMPLOYEE SHARE DISABILITY	
VRSH5DISABIL	VIRGINIA RETIREMENT SYSTEM HYBRID EMPLOYER SHARE DISABILITY	
VRS POS B 10	VIRGINIA RETIREMENT SYSTEM/POST-TAX SERVICE BUY BACK/40212 GROUP 10 MONTH	
VRS POS B 10	VIRGINIA RETIREMENT SYSTEM/POST-TAX SERVICE BUY BACK/55512 GROUP 10 MONTH	
VRS POS B 11	VIRGINIA RETIREMENT SYSTEM/POST-TAX SERVICE BUY BACK/40212 GROUP 11 MONTH	
VRS POS B 11	VIRGINIA RETIREMENT SYSTEM/POST-TAX SERVICE BUY BACK/55512 GROUP 11 MONTH	
VRS POS B 12	VIRGINIA RETIREMENT SYSTEM/POST-TAX SERVICE BUY BACK/40212 GROUP 12 MONTH	
VRS POS B 12	VIRGINIA RETIREMENT SYSTEM/POST-TAX SERVICE BUY BACK/55512 GROUP 12 MONTH	